

MASSACHUSETTS APPEALS COURT
CHECKLIST FOR PREPARATION OF ELECTRONIC BRIEF AND APPENDIX
(E-filing specific guidelines are in bold)

E-FILING RESOURCES ON MASS.GOV: SJC Rule 1:25, "Massachusetts Rules of Electronic Filing" (<https://www.mass.gov/supreme-judicial-court-rules/supreme-judicial-court-rule-125-massachusetts-rules-of-electronic>); Appeals Court Standing Order Concerning Electronic Filing (<https://www.mass.gov/appeals-court-rules/appeals-court-standing-order-concerning-electronic-filing>); Appeals Court Website (<https://www.mass.gov/guides/electronic-filing-at-the-appeals-court>).

	BRIEF COVER	
	Name of the court and number of the case; Title of the case; Nature of the proceeding in the court; and name of court, agency, or board below	Mass.R.A.P. 20(a)
	Attorney's name, address, BBO number, telephone number, and email address	Mass.R.A.P. 20(a)
	Title of Document (i.e. Appellant's Brief, Appellee Brief, Appellant's Reply Brief)	Mass.R.A.P. 20(a)
	The cover should be marked as page one. All subsequent pages within the PDF should be numbered consecutively, including the table of contents and table of authorities.	Appeals Court Website

	FORMAT	
	Page and size limit: Appellant/Appellee Briefs = 50 Pages; Reply Brief = 20 Pages. Page limits do not include tables of contents or authorities, addendum, or signature page of the filing party. The PDF may not be larger than 25MB. See creating smaller PDF's for e-filing on the Appeals Court website.	Mass.R.A.P. 16(h) Mass.R.E.F. 10(a)
	Black text, double spaced, 8.5"x11" white background, monospaced font not exceeding 10.5 characters per inch. (Such as this text: Courier New size 12) Footnotes must use the same font & size.	Mass.R.A.P. 20 and Reporter's notes 1999 (11-2)
	1.5 inch margins on the left and right, and 1 inch margins on the top and bottom of the page	Mass.R.A.P. 20(a)(1)

	CONTENTS	
	Corporate Disclosure Statement on possible judicial conflict of interest. (Even if already filed, the party's principal brief must include the statement before the table of contents.)	S.J.C. Rule 1:21
	Table of Contents with page references	Mass.R.A.P. 16(a)(1)
	Table of Authorities including cases alphabetically arranged with page references, statutes and other legal authorities.	Mass.R.A.P. 16(a)(3)
	Citations are to the official Massachusetts Reporter Volumes	Mass.R.A.P. 16(g)
	Statement of Issues (Appellee only needs to include if dissatisfied with Appellant Statement of Issues)	Mass.R.A.P. 16(a)(2)
	Statement of the Case with page references to Record Appendix (Appellee to include only if dissatisfied with Appellant's Statement)	Mass.R.A.P. 16(a)(3)
	Summary of the Argument with page references to the argument section (only if the argument section exceeds 24 pages)	Mass.R.A.P. 16(a)(4)
	Argument section contains a legal argument addressing issues, supported by legal authority	Mass.R.A.P. 16(a)(4)
	Conclusion: A concise statement of the relief requested from the court	Mass.R.A.P. 16(a)(3)

	An addendum following the brief containing copies of any cited statutes, rules, regulations, ordinances, and of the judgment or order at issue on appeal. The addendum must be included in the same PDF as the brief.	Mass.R.A.P. 16(f)
	Pseudonyms or initials replacing the names of impounded parties	Mass.R.A.P. 16(m)
	Certificate of compliance must be at the last page of every brief	Mass.R.A.P. 16(k)

	FILING & SERVICE	
	Brief Due - APPELLANT - 40 days after entry of appeal; APPELLEE - 30 days after service of Appellant brief; REPLY - 14 days after service of Appellee brief	Mass.R.A.P. 19(a)
	Service on opposing parties who are registered users is made through the e-filing system. You may hand deliver or mail paper copies to the opposing parties who are not registered, or you may obtain the opposing party's consent to email them copies.	Mass.R.A.P. 19(a) & (b)(1)
	A certificate of service, showing service upon the opposing counsel with the date and manner of service, and the name and address of the person served must be filed at the time the brief is filed with the court, signed under penalties of perjury. The certificate of service must be included in the same PDF as the brief.	Mass.R.A.P. 13
	The PDF must be submitted through the https://efilema.tylerhost.net/ofswb website by 11:59 p.m. on the date it is due.	Mass.R.A.P. 4(c)

CALCULATION OF TIME FOR FILING: The appellee's brief is due 30 days after service of the appellant's brief, and a reply brief is due 14 days after service of the appellee's brief- M.R.A.P 19 (a). If the brief is served by mail or electronic service, 3 days are added to the due date of the responsive brief - M.R.A.P. 14 (c) and Mass.R.E.F. 7(e). If the due date for a brief falls on a Saturday, Sunday, or legal holiday, the brief will be due on the next business day - M.R.A.P. 14 (a). For purposes of determining due date, service is complete the date the opposing party mails the brief - M.R.A.P. 13 (c).

	RECORD APPENDIX	
	The record appendix cannot be in the same PDF as the brief. It must be saved and filed as a separate PDF.	Mass.R.A.P. 18(a)(1) & Appeals Court Website
	A copy of the lower court docket	Mass.R.A.P. 18(a)(1) & Appeals Court Website
	The first pleading filed in the case	Mass.R.A.P. 18(a)(2) & Appeals Court Website
	A copy of any pleading that you refer to in your brief	Mass.R.A.P. 18(a)(4) & Appeals Court Website
	A copy of the judgment or order that you are appealing (in addition to the copy included in the addendum attached to your brief) and any order of impoundment/confidentiality.	Mass.R.A.P. 18(a)(3) & Appeals Court Website
	Cover: name of court and number of the case; title of the case; nature of the proceeding in the court; and name of court, agency, or board below.	Mass.R.A.P. 20(a) & Appeals Court Website
	The cover should be marked as page one. All subsequent pages within the PDF should be numbered consecutively.	Appeals Court Website
	For Multivolume record appendices, each volume of the appendix shall be designated by a roman numeral on the cover and shall be separately paginated beginning with page one.	Appeals Court Website
	Table of contents that identifies each document and lists page number. The first volume of the appendix shall include a complete table of contents referencing all volumes of the appendix, and each individual volume shall include a table of contents for that volume.	Mass.R.A.P. 18(d) & Appeals Court Website
	To the extent practicable, each document shall be ordered in chronological order as filed in the trial court, although high-resolution and/or color images may be filed as a separate volume due to file size.	Mass.R.A.P. 18(d) & Appeals Court Website
	Each PDF may not be more than 25MB. Larger PDFs must be broken into separate volumes, each volume must begin on page one, include a table of contents, and a volume designation (e.g. Volume I of III).	Mass.R.A.P. 20(a) & Appeals Court Website